



BLUE EARTH COUNTY

BOARD OF COMMISSIONERS
BOARD WORK SESSION AGENDA
JANUARY 27, 2015

- 9:00 A.M. Employee Handbook Review (1)
Ms. Krista Amos, Human Services Director
Ms. Liz Ulman, Deputy Director of Human Resources
- 9:45 A.M. Affordable Care Act Discussion
Ms. Krista Amos, Human Resources Director
- 10:00 A.M. Break
- 10:10 A.M. Administrative Services
Mr. Robert Meyer, County Administrator
- Committee Per Diems (2)
 - Contract Signing Authority (3)
 - County Commissioner Job Description (4)
 - Other
- 10:40 A.M. Human Services Staffing Discussion
Mr. Phil Claussen, Human Services Director
- 11:00 A.M. Ross Arneson vs Blue Earth County Board of Commissioners:
The Blue Earth County Board of Commissioners will hold a closed meeting to protect attorney-client privileged communications as permitted by MN State Statute 13D.05, subdivision 3(b) to discuss the District Court case.
- 12:00 P.M. Eatery Tap, Public Invited to Attend

****Next County Board Work Session: March 10, 2015**



INTEROFFICE MEMO

TO: Blue Earth County Commissioners
FROM: Liz Ulman, Deputy Director of HR
DATE: January 22, 2015
RE: Employee Handbook Draft

The last update of the employee handbook occurred in January 2010 and some policies have been adopted since then. The updated handbook streamlines all major personnel policies into one document.

This memo outlines the major changes as well as new policies that were added. Human Resources has categorized it into changes based on the following areas:

- State or Federal Law changes
- Reflect current process
- Reflect best practices

This list does not include non-substantial changes such as grammar updates and housekeeping items. The final copy will include an electronic table of contents with a searchable format. Employees will be required to sign a form acknowledging they have read and understand the new Employee Handbook.

Keep in mind, the Employee Handbook guides personnel practices for non-union employees and applies to union employees only for areas which are not already covered in collective bargaining agreements.

Law Changes

Equal Opportunity Employer

- Sex (including pregnancy), genetic information, familial status and veteran status added based on EEOC and MN law.

Hours of Work

- Lunch period and rest period updated to match the MN Statute
- Nursing mothers and lactation locations added per MN Statute

Sick Leave

- Added to allow employees to use sick leave for extended family members.
- New “Safety Leave” section.

Leave of Absences

- Parental Leave language updated to match MN Statute.

Family and Medical Leave

- Eligibility language updated to match federal law.

- Special Conditions for Regular, Part-time Employees language updated to match federal law and address employees who have worked less than 12 months.

Data Privacy

- Terms of conditions of employment relationship and work related continuing education added.

Harassment Prevention

- Sexual harassment language updated to match EEOC.

Reflect Current Process

Classification of Positions

- Evaluation of job duties language updated.

Recruitment, Selection & Appointment

- Fill Vacated Positions language updated
- Notification of Appointment updated

Holidays

- Part-time employee holiday pay is prorated based on the average number of hours worked during the previous 4 pay periods.

Vacation

- Vacation accumulation language updated. Department Heads must approve vacation requests above 120 hours. MOD language removed.
- Part-time employee vacation accrual is prorated based on the number of hours worked per pay period.

Sick Leave

- Language updated. Utilization of vacation time in lieu of sick leave by employees calling in or taking sick leave is prohibited.

Best Practices

Purpose, Adoption & Administration

- Savings clause removed.
- Departmental policies/rules do not need to be approved by the County Administrator. Human Resources and the County Administrator can be consulted with to establish these policies/rules and shall have access to them.

Employment Guidelines

- Salary Adjustment Procedure document referenced.
- Human Resources must be present while an employee reviews their personnel file.
- Reasonable Accommodation Request Form document referenced.

Vacation

- New “Vacation Donation” language added limiting the amount of vacation donation an employee can take and donate.

Hours of Work

- New “Attendance & Punctuality” section.
- New “December 24th” section. Christmas Eve language deleted from Holiday section.

Leave of Absences

- Stepchild and great grandparent added to Funeral leave to be consistent with Collective Bargaining Agreements.
- A Leave of Absence Request Form document referenced.
- Employees must use all vacation, compensatory and/or sick time before an unpaid leave of absence can be requested.
- Benefit Administration During Unpaid Leaves language updated

Family and Medical Leave

- Notice Requirement language of 20 days’ notice updated to match Collective Bargaining Agreements instead of 30 days’ notice.
- Effect on Insurance language updated
- Employees must use their accrued vacation and sick time while taking Medical or Family leave.
- A report of workability is required from employees returning to work from FMLA.

Benefits

- Employees must provide proof of insurance outside of the County if they choose to waive County medical insurance.

Employee Conduct

- Both on and off duty added to personal conduct.
- New sections under Workplace Violence on Weapons & Dangerous Materials, Responsibility, Reporting Procedures, Dangerous/Emergency Situations, and Enforcement.
- Tobacco Use language updated to address electronic devices and vaping.

Technology Appropriate Use

- No outside equipment may be connected to the network except mobile devices through BYOD or guest wireless network.

Use of County Equipment & Property

- Reimbursement of personal cellular phones section removed.
- Language added regarding separating employees turning in their key cards and keys to their supervisor who will return them to Physical Plant.
- If personal property is stolen or damaged, please inform your supervisor. Employee incident form removed.

Travel, Training, Conferences & Meetings

- Employees must be employed for at least 6 months and in good standing before they are eligible for Tuition Assistance. Tuition Assistance Request Form referenced. Satisfactorily completion defined. Tuition assistance is available, dependent upon sufficient funds in the budget.
- Language added from the Reimbursement Policy and Procedures document.

Safety

- Personal Protective Equipment has a new separate section.
- Reporting Accidents & Injuries language updated and Employee Accident Report Form referenced.
- New “Near Miss Reporting” section.
- Employees are required to submit to a drug and alcohol test if they are involved in an accident in a County vehicle or personal vehicle used during County business.
- Employees who are required to drive for County business and lose their driver’s license or receive restrictions are required to notify their immediate supervisor.

Drug Free Workplace

- The distribution, sale, manufacturing, possession or use of any prescription drug, except medically prescribed and directed and does not adversely affect work performance is prohibited in the workplace.
- Any employee testing positive for a controlled substance while employed by the County shall notify the County via the Department Head and/or Human Resources.
- The employee is responsible for costs of treatment and rehabilitation programs. Employees may utilize their County provided health insurance and/or the EAP for some of the expenses.
- The County will notify a job applicant or employee in writing within three (3) working days after receiving the laboratory’s test result and his or her right to request and receive a copy of the test result report.
- If the confirmatory retest does not confirm the original positive test result, no adverse action based on the original confirmatory test will be taken against the employee or job applicant.

Media Communications

- All press releases must be released by the Communications Manager, Emergency Manager or County Administrator.

Legislative Protocols

- New section added.

**Blue Earth County
Committee and Task Force Per Diem Rates**

As of 1/1/15

<u>Dept</u>	<u>Name of Board or Committee</u>	<u>Per Diem Amount</u>	<u>Frequency of Mtgs</u>	<u>Approximate Annual Cost</u>
HS	Human Services Advisory Committee	\$ 35	9 per year	\$ 2,500
HS	Social Service Task Force	\$ 35	9 per year	3,000
HS	Mental Health Task Force	\$ 35	9 per year	3,000
Corr	Community Corrections Advisory Committee	\$ 35	Monthly	800
ES	Planning and Zoning Committee	\$35-50	Monthly	3,400
ES	Board of Adjustment Committee	Included with P&Z	As needed	-
Es	Environmental Services Advisory Committee	\$ 35	As needed	200
ES	Recycling Committee	\$ 35	Monthly	2,600
TS	Board of Equalization	\$ 300	Annually	1,500
Ext	Extension Advisory Committee	\$ 35	Monthly	500
Total Estimated Cost				<u><u>\$ 17,500</u></u>

CHECKLIST FOR CONTRACTS

This checklist is a general guideline to be followed by Blue Earth County for any agreement entered into for the sale or purchase of supplies, materials, equipment or the rental thereof, the construction, alteration, repair or maintenance of real property or contracts for work or labor. For more details, please refer to MN Statute 471.345.

ITEMS LESS THAN \$25,000.00 –

1. Open market or quotations. If quotations are used, there should be a least two quotes if possible. Quotations should be kept on file for at least 1 year.
2. If the contract includes any services and/or subcontractors, we must have a Minnesota Dept of Revenue form IC-134 completed by the contractor and signed by the State of Minnesota before final payment can be made. See MN Statute 270C.66.

ITEMS FROM \$25,000.00 - \$100,000.00 –

1. Must be quotes or sealed bids. If sealed bids, the bids must be advertised for public notice. For the purchase of property or for work and labor, two weeks' published notice shall be given. For construction or repair of roads, bridges, or buildings, three week's must be given. If quotations, you must have 2 or more and they should be kept on file for at least 1 year.
2. Must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source. Record of this consideration must be maintained.
3. If the contract includes any services and/or subcontractors, we must have a Minnesota Dept of Revenue form IC-134 completed by the contractor and signed by the State of Minnesota before final payment can be made. See MN Statute 270C.66.

ITEM OVER \$100,000.00 –

1. Must be a sealed bid. The bids must be advertised for public notice. For the purchase of property or for work and labor, two weeks' published notice shall be given. For construction or repair of roads, bridges, or buildings, three weeks' must be given.
2. Must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source. Record of this consideration must be maintained.
3. If the contract is over \$100,000.00, a performance bond and payment bond, equal to the amount of the contract, is required. See MN Statute 574.26.
4. If the contract includes any services and/or subcontractors, we must have a Minnesota Dept of Revenue form IC-134 completed by the contractor and signed by the State of Minnesota before final payment can be made. See MN Statute 270C.66.

Best Value Procurement – MN Statute 16C.28

Best value procurement is a process based on competitive proposals (as an alternative to bids) that awards the contract to "the vendor or contractor offering the best value, taking into account the specifications of the request for proposals, the price and performance criteria as set forth in [MN Statute 16C.02, subd. 4a] and described in the solicitation document."

Please note, copies of the newspaper affidavit, all invoices, IC-134 and any other required information needs to be sent to Administration to be kept in the contract file. The department with the contract is responsible for making sure they are given to Administration.

Managing Risks

Read all contractual agreements (new contracts and contracts at renewal time) to be certain that the obligations and expectations of each party are clearly identified in the agreement, including obligations related to securing appropriate insurance coverage.

- Keep in mind not to accept risks/exposures that are not covered by MCIT.
- At a minimum, insurance coverage should reflect an occurrence limit that is consistent with M.S. 466 which provides tort liability damage caps of \$1,500,000 per occurrence. The aggregate limit should be two times the occurrence limit or \$3,000,000. If insurance increments are difficult to reach, it may be helpful to allow the contractor the option of meeting the required limits by purchasing a combination of primary and excess limits (umbrella coverage).

Other Considerations

State department recommended format or county approved format has been followed.

Programmatic requirements are consistent with current policy.

Renewal dates are accurate and contract negotiations have begun early enough to ensure completion prior to end of current contract period.

All statute references are current and valid.

All referenced Appendix material is included.

HIPAA language is included in contracts dealing with Protected Health Information.

Signature lines exist for County Board Chair, County Administrator, and other County staff as needed.

JOB DESCRIPTION

TITLE: BLUE EARTH COUNTY COMMISSIONER

REPORTS TO: County Citizens

TERM: Four years staggered
Starts first Monday in January (if elected in November)

QUALIFICATIONS:

The candidate must be a United States citizen and a resident of the county. No specific length of residency is required. A commissioner cannot hold another elected position at the same time. The candidate must be 18 years of age or older.

County commissioners spend a lot of time working and representing people. They attend regular meetings of the County Board as well as meetings of Board subcommittees and County-related boards and commissions. They represent County concerns before local, state, and national boards and commissions, including school boards, city councils, township boards, and state and federal offices. County commissioners work with constituents and respond to constituent concerns.

No minimum education or prior experience is required for the position of county commissioner.

The ability to communicate effectively and to negotiate successfully will lead to success in this position.

DESIRABLE QUALIFICATIONS INCLUDE:

- A willingness to work long hours;
- Attending regular Board meetings and work sessions;
- Attending meetings of other county-related boards and commissions;
- Responding to constituent concerns;
- Representing county concerns to state and federal elected and administrative officers, including testifying before federal and state committees and boards; and
- Representing county concerns before local boards and commissions, including school boards, city councils, and town boards.
- The willingness to become familiar with and understand complex issues.
- The willingness to look at both sides of an issue.
- The ability to recognize and respect the different roles and responsibilities of commissioners and staff.
- A sense of humor.
- An open mind.
- A vision of where county government should go.
- A willingness to be part of the solution.
- Ability to compromise.
- The ability to delegate.
- Integrity.
- Honesty.

Useful previous experience includes:

- Operating a business;
- Service on a township, school board, or city council;
- Involvement in community activities;
- Service on county or county-related boards and commissions; and
- Management experience.
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DUTIES AND RESPONSIBILITIES:

I. Administrative/Management

- Establish policies to meet county goals.
- Represents the county on administrative/advisory boards and commissions which provide direct and indirect county or county-related services such as:
 - Airport Commission
 - Community Action Agency Board
 - Community Corrections Advisory Committee
 - County-City Intergovernmental Committees
 - Ditch Advisory Committee
 - Environmental Service Advisory Board
 - Extension Services
 - Library Board
 - Joint Powers Boards
 - All Season's Arena
 - Brown County Evaluation Center
 - Joint Service Bureau
 - Emergency Communication Board
 - Mankato Planning Organization
 - South Central EMS Board
 - Mayors and Clerks
 - Regional Development Commission Board
 - Planning Commission and Board of Adjustment
 - Transportation Alliance
- Direct the management of the County personnel system including:
 - Authorize the number of employees;
 - Authorize salary ranges;
 - Approve benefit schedule;
 - Approve labor agreements;
 - Implement the County pay equity plan and County Affirmative Action/Equal Opportunity Plan;
 - Adopt policies governing the purchase of equipment and supplies for use by the County;
 - Appoint county representatives to other governmental entities, such as the Human Services Task Forces, Board of Equalization, Planning and Zoning Commission, and Library Board;

II. Taxation/Finances

- Review and adopt the annual county budget;
- Adopt a capital improvement program/budget covering major County expenditures over a series of years;
- Authorize the level and collection of county-wide property taxes;
- Adopt fiscal management policies for the County in areas such as: investments, reserve policy, short-term borrowing, use of bonds, and risk management/insurance;
- Monitor the overall fiscal health of the County through regular reports of the finance department; and
- Approve the payment of bills for expenses incurred by the County.

III. Legislative

- Adopt ordinances as needed for the enforcement of county-wide actions;
- Ratify, modify, or deny the actions of commissions and boards which are advisory to the County Board;
- Pass resolutions relating to County concerns;
- Approve County participation in joint powers agreements with other governmental units.

IV. Other

- Make decisions on whether or not to participate in optional federal or state programs;
- Communicate County actions and concerns to the general public through school groups, business groups, civic organizations, the press, and other public forums;
- Participate in both district and statewide meetings of the Association of Minnesota Counties (AMC): annual meeting, district meetings, and legislative conference;
- Participate in the activities of the National Association of Counties (NACO);
- Attend conferences, meetings, training, and other educational programs as approved by the Board, which relate to County activities;
- Other duties and responsibilities, which may be enacted by the federal government, State Legislature, and the Governor.

COMPENSATION: County commissioners' salaries are established by the Board in December of each year.